

TO: Group Commanders, Group Operations Officers, Group Finance Staff

INFO COPY TO: Mission Management Staff and Aircrew Personnel

Subject: **Financial Responsibility for Aircraft Operations – Revised October 2004**

1. This letter serves as a reminder of the responsibility for Pilots, Group Commanders, Operations Officers, and Finance Officers to exhibit diligence in accounting for **each hour** of flight time flown on Corporate Aircraft.

2. At the start of a new month, the documentation from the aircraft binder needs to be retrieved for the previous month's flying activity. A month is defined as the 1st day of the calendar month to the last day of the calendar month (i.e. Jan 1st to Jan 31st).

-By the 5th of each month, Aircraft data must be submitted using the NY Wing Web page:

www.nywg.cap.gov

Ops/ES/CD tab

Operations Page tab

Link to Monthly Operations Reporting tab

The web form allows the fill-in of aircraft hours by category, start/ending hobbs & tach time, number of days aircraft out of service, and other key milestone figures. The Web form allows for calculation of the Dollar amount that is owed NY wing for B & C Category Hours. It is important to fill-in all data, not just the flight hours. **NOTE: The Start Hobbs and Tach time for a month should be identical to the ending times from the previous month.**

-By the 5th of the month, a copy of CAPF 99 Flight Release logs need to be sent to the State Director for CAP-USAF Liaison.

-By the 30th of the month, a complete written report should be mailed to NY DO containing:

- Copy of Form 6 Aircraft Report (can be printed from Web Submission)
- NER Form 2 Aircraft Log Sheets
- CAPF 99 Flight Release Sheets
- Explanation of any C9 hours not paid, along with authorizing individual's name

-By the 30th of the month, the following items need to be mailed to NYW Hq in Garden City.

- Copy of Form 6 Aircraft Report (can be printed from Web Submission)
- Check Stapled to Form 6 for dollar amount owed to NYW for B & C flying

-For Reimbursable flights (A Category and certain B Category), CAPF 108s, CAPF7s, and fuel receipts, are to be sent to NYDOS as soon after the event as possible. Pilots are responsible for completing and submitting the original copies.

3. Effective 1 June 2003, the **hourly rate paid to NY** Wing for Corporate Aircraft Flights under the non-reimbursable B and C categories is:

C-172 Aircraft (regardless of type of C-172) \$47.00 for B12, 17, C8, 15, 19, 20, 99 mission symbols

C-172 Aircraft (regardless of type of C-172) \$57.00 for C16, 17 mission symbols

C-182 Aircraft \$ 58.00 for B12, 17, C8, 15, 19, 20, 99 mission symbols

C-182 Aircraft \$ 68.00 for C16, 17 mission symbols

Glider (not counting tow plane) \$ 5.00

Note: IAW NYW Supplements to Regulation 60-1 and 66-1, groups may add a surcharge up to \$ 10.00 per flying hour of non-reimbursed B & C category flying, to cover local administrative and other costs. This surcharge is kept locally.

4. For flights flown under the **A category (reimbursable missions)**, the rates established by CAP-USAF that are to be used on CAP Form 108 are (Corporate rate):

C-172 Aircraft \$ 30.00 per hour plus actual fuel and oil

C-182 and C172XP Aircraft \$ 32.00 per hour plus actual fuel and oil

Note1: All **A3 and A4 Counter Drug Missions** also require that **15% be added** to each Form 108 line item for aircraft related expenses. This 15% is automatically calculated when a "1" is placed in the proper field in block "2" on the Excel based Form 108.

Note2: All **A6 AFROTC Orientation Flights** must separate transport time to/from orientation airport. Transport costs are

calculated and placed in Block K (Other) of the CAP Form 108 IAW Joint CAP-AF ROTC Operating Instruction.

5. The Current Version of CAP Form 108 is dated **MAR 03**. This form cannot be modified.
Some Simple Guidelines to follow:

- CAP Form 108 dated **MAR 03** is the correct version of the form. This is a Excel based form.
- Entries to CAP Form must be typed or computer generated
- The Proper electronic version of the CAP Form 108 can be downloaded from the CAP Web Site
- The Block 3 Claimant is Hq New York Wing CAP
- The block 4 Address is 817 Stewart Ave (rear) Garden City, New York 11530. Block 4B Phone 516-222-9140.
- CAP Pilot completing the Form 108 signs under signature block A .
- All CAP Form 108s submitted for Counterdrug (symbol A3, 4) missions must have a copy of the CAPF 84 Counterdrug Flight Plan attached
- All CAP Form 108s submitted For SA R/DR missions must be substantiated with a CAPF 104 in the mission file.

-A single original copy of CAP Form 108 is to be sent to NY DOS with original fuel receipts as the data needs to be logged and forwarded on to higher channels and the USAF for payment. All other copies (duplicates should be labeled "**Copy, original forwarded to NYDOS**")

6. CAP Form 5 and Form 91 standardization flights reimbursable under the A7 Category are for Pilots who are **current CAP Mission Rated Pilots or Transport Mission Pilots**. The Mission number changes each quarter and is of the format CR-04-NY-XX. **The name of the pilot receiving the standardization flight must be placed on the CAP Form 108 in one of the blank cells.**

Guidance on the amount of flight time to be reimbursed is:

CAPF 5 check ride 1.3 hours

CAPF 91 check ride 1.5 hours

Combined CAPF 5 and CAPF 91 check ride 2.0 hours

Note 1 The DOS has written: "I will accept CAPF 108's with up to 1.5 hours for a form 5 and 1.7 hours for a form 91 without further explanation if it was given from a very busy airport. Following this logic I will accept CAPF 108's for combined 5/91 rides up to 2.2 hours without further explanation.

Note 2 When a flight check exceeds the A-7 funded time guideline, the balance of the flight automatically becomes a B-17 flight requiring member payment (at the time of the flight) for the balance due at the rate established for the aircraft.

Note 3 All other CAPF 5 standardization flights for non-mission pilots are B17 category flights.

7. The Reverse of the Form 108 contains instructions on completing the form. The first instruction listed, is that "All Pilots flying on USAF authorized reimbursable missions **MUST SUBMIT** a CAP Form 108...." This becomes an issue of Pilot Culture and training of individuals (or re-training as necessary). Although the pilot is required to fill out the form (and it must be type written or computer generated), Group commanders, Operations officers and Finance Officers should be involved as a level of screening and oversight. All too often diligence is not exercised in completing and submitting Form 108s for reimbursable missions flown. Financial irresponsibility is grounds for termination in CAP. The flight hours reflected on the CAPF 108s and Form 7s must be the same as indicated on the NERF2 Flight Log and the same on the NYWF 6 Monthly Operations Report Summary.

A suggestion

- For each Reimbursable Mission, a copy of the CAPF 108 should be completed and three hole punched and placed behind the Aircraft Log Form in the Aircraft Binder. When the monthly documents are retrieved, the form 108s will be right there.
- Separate CAPF 108 is required for each separate mission (listing the mission number)
- Staff completing the monthly written report should screen the documents to **insure all hours are accounted for**.

-Remember various staff directorates receive information relative to flight hours flown (DO, DOS, CDO, FM. It is critical that the flight hours for a particular flight/mission are the same on all forms.

8. There is a great deal of scrutiny by auditors from the USAF, DOD and Congress. If one considers the preparation of reports and supporting documents, with the fact that these documents will under go the scrutiny of an audit, completeness and detail are critical.

It should also be noted, that in this era of increasing "Cost-to-do-Business" regarding fuel, replacement parts and maintenance labor, every reimbursable dollar possible, must be applied for. Extra diligence is asked from all members involved in the process. Please share this with all staff, aircrew personnel and unit members.

FOR THE COMMANDER

<signed>

Steven J. Perta
Operations Director
New York Wing